

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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September 9, 2003

**FROM: THOMAS R. LAURIN, DIRECTOR
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**SUBJECT: CONTRACT WITH FONTANA REHABILITATION WORKSHOP, INC. FOR THE
CONSTRUCTION OF AN OFFICE AND WORKSPACE ENCLOSURE AND
HANDICAPPED-ACCESSIBLE RESTROOM IMPROVEMENTS**

RECOMMENDATION: Approve contract with the Fontana Rehabilitation Workshop, Inc., in which Community Development Block Grant (CDBG) funds in the amount of \$75,000 will be used to finance the construction of various improvements to the agency's existing West Fontana warehouse building, and the agency shall be responsible for the subsequent maintenance and operation of this building for a contract term of no less than twenty (20) years following completion of the improvements.

BACKGROUND INFORMATION: Each year the County receives an entitlement grant under the Community Development Block Grant (CDBG) program to allow the funding of activities that benefit low-and moderate-income persons. During the preparation of the County's annual CDBG program application, interested groups, including community-based organizations, will submit applications to receive funding for specific projects. After an initial evaluation by ECD staff of CDBG program eligibility, project proposals are submitted to the Board of Supervisors for funding consideration. The list of approved project proposals is submitted to the U.S. Department of Housing and Urban Development (HUD) in the form of an annual CDBG Action Plan under the County five-year Consolidated Plan. As part of the County's Consolidated Plan for FY 2002-03, the Board of Supervisors allocated \$100,000 in CDBG funds for the Fontana Rehabilitation Workshop, Inc. to purchase and install a modular building, next to the agency's existing West Fontana warehouse building, located at 8333 Almeria Avenue, Fontana, CA. Fontana Rehabilitation Workshop, Inc. provides employment opportunities to severely disabled persons from the community of West Fontana and surrounding communities of the Second Supervisorial District.

On May 13, 2003, the Board of Supervisors approved an amendment to the 2002-03 Consolidated Plan to revise the project allocation to \$75,000 and the scope of work to the construction of a 4,256 square foot, two-story, air-conditioned office and workspace enclosure and handicapped-accessible improvements to one (1) women's restroom within the agency's existing warehouse building. The 4,256 square foot enclosure will include an air-conditioned multi-purpose room on the first level, and administrative offices on the second level. Handicapped-accessible restroom improvements will include the replacement of fixtures and stall partitions, new paint and flooring. Fontana Rehabilitation Workshop, Inc. has completed some rough framing and electrical work. CDBG funds will be used to complete the construction of the enclosure and restroom improvements.

Record of Action of the Board of Supervisors

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**CONTRACT WITH FONTANA REHABILITATION WORKSHOP, INC. FOR THE
CONSTRUCTION OF AN OFFICE AND WORKSPACE ENCLOSURE AND HANDICAPPED-
ACCESSIBLE RESTROOM IMPROVEMENTS**

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Under this contract, Fontana Rehabilitation Workshop, Inc. will provide construction management services for the project and will continue to maintain and operate the building for twenty years (20) years from the date of completion of the improvements. Upon expiration of the contract, Fontana Rehabilitation Workshop, Inc. will be required to maintain and operate the facility for an additional five (5) years, in accordance with federal regulations set forth in 24 CFR 570.503. The contract specifies the terms and assurances necessary for compliance with County requirements and CDBG program regulations.

REVIEW BY OTHERS: This contract was reviewed and approved by the County Administrative Office, Tom Forster, Administrative Analyst III on August 26, 2003; Deputy County Counsel Michelle D. Blakemore on August 28, 2003; and the Department of Economic and Community Development's Contract Compliance Designee, David Larsen on August 28, 2003.

FINANCIAL IMPACT: CDBG funds in the amount of \$75,000 have been allocated for this project and were budgeted in the Department's FY 2003/04 Budget (SBA-ECD). This action has no effect on the County General Fund.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on this contract being fully funded by CDBG Federal Funds that are not in jeopardy for fiscal year 2003/04.

SUPERVISORIAL DISTRICT(S): 2nd.

PRESENTER: Thomas R. Laurin, Director, 388-0808.

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